



**Gatsby
Africa**

CONTRACTS MANAGER

CANDIDATE PACK

Location: Nairobi



Who we are

[Gatsby Africa](#) (GA) is a private foundation set up by Lord David Sainsbury, with a long history of engaging in East Africa across government, business and society. We are committed to building stronger inclusive economies in East Africa through the transformation of key sectors, working in partnership to catalyse and demonstrate sector transformation across the region.

Whilst economies in East Africa have enjoyed high growth for more than a decade, the benefits of that growth have not been shared widely. With millions of young people joining the labour market each year and climate change adding further pressures, East Africa urgently needs economic transformation - growth with depth that will radically change economies, rapidly create jobs and offer large numbers of people pathways out of poverty.

We aim to support this by demonstrating how high-potential sectors can be transformed to benefit many hundreds of thousands of households for the long-term. We fund and implement programmes that look to catalyse and influence large-scale and lasting change in priority sectors. We also share what we are learning with others - such as governments and donors - who share our goals.

We have a portfolio of six high-potential sectors across Kenya, Rwanda, Tanzania, and Uganda. They are:

Agricultural Inputs: Improving the livelihoods of smallholder farmers in Kenya and potentially the wider region, by creating equitable and affordable access, availability and information to high-quality agricultural inputs, extension services and good agricultural practices.

Aquaculture: Investing in pioneering fish farms, business models for smaller scale operations and the environmental standards needed to help the regional aquaculture industry grow by around 15 times by 2030 while securing the sustainability of this growth.

Textiles & Apparel: Developing a resilient, inclusive, environmentally and socially sound Textile and Apparel value chain in East Africa contributing to the creation of 150,000 jobs.

Forestry: Building a vibrant commercial forestry sector, with new wood processing technologies and business models aiming to deliver widespread economic, social, and environmental benefits to millions of East African citizens.

Livestock: Transforming Kenya into a leading global player with a modern, efficient, and climate-smart livestock sector that sustainably improves livelihoods for millions of pastoralists.

Water Services: Taking a systemic approach to water services in Kenya, seeking to build efficient and climate-resilient water services that ensure affordable, accessible and safe, drinking water for the whole population.

In addition, Gatsby has been supporting work in the Tea industry in Tanzania and Rwanda through our partner The Wood Foundation. These programmes are trialling new ownership structures and methods of supporting farmers that trigger domestic and foreign investment, demonstrating rapid increases in the profits of farmers and factories with benefits shared more equitably.



Our values

We have developed a set of core values that will be used to assess a candidate's fit with the organisation and provide the basis for the culture that we aspire to use in our operations. They are:

Ambitious

We are motivated by our impact and by fulfilling our potential

Collaborative

We are stronger together and achieve most when we empower others to succeed

Thoughtful

We thrive on new ideas, innovation and evidence

Dynamic

We rapidly adapt to new challenges, opportunities and learning

Honest

We are honest with ourselves and others, and this helps us to learn and improve

Caring

We put people first and we look out for each other

The Role

Department: Operations and Finance

Reports to: Deputy Director - Operations

Direct reports: Senior Contracts Officer and Senior Procurement Officer

Location: Nairobi

Salary: KES 4,298,490 - 5,010,113 (Annual)

The purpose of this role is to strengthen the organization's capacity to develop and manage contracts for services and GA's relationships with third parties, as well as ensure operational and partnership compliance. In addition, the role will oversee Gatsby Africa's procurement strategy in ensuring that it is effectively implemented and support the development of procurement systems. This role leads the contracting and procurement teams in business partnering ensuring high quality delivery to the program teams.

The Contracts Manager is expected to maintain a basic working knowledge of contract laws and regulations, policy and other requirements that affect GA's contracts and compliance; set up and manage contracting and procurement compliance monitoring systems, as well as develop and implement relevant tools. This role will work closely with GA's internal legal adviser, and external legal advisers in East Africa.

This role will be based in Kenya managing all Kenya programmes' contracts and having oversight of all GA contracts. Contracting extends across Kenyan borders with governments and institutions mainly in Uganda, Tanzania, Rwanda, and the UK.

Key Responsibilities:

Contract Management

- Work with programme teams, Country Directors, cross cutting teams and external stakeholders, as appropriate to:
 - *understand contractual needs for the procurement of goods and services*
 - *understand emerging collaborations with third party organisations*
 - *develop plans to put relevant contractual arrangements in place*
 - *ensure the adequacy of partner risk assessments, due diligence and value for money reviews, as appropriate*
 - *initiate all grant and collaboration agreements for development*
 - *lead the preparation, review and editing of all contracts for goods and services, including consultancies*
- Work in liaison with the internal legal adviser, as appropriate, to:
 - *review, develop and maintain relevant templates for standard contracting.*
 - *edit all non-standard contracts for goods and services, including consultancies.*
 - *prepare grant and collaboration agreements*
- Work with programme directors, internal and the external legal advisers, as appropriate, to address issues arising from subsequent contract performance
- Use experience of contract development and management to inform GA's risk management processes, highlighting contractual risk matters, identifying mitigating controls, and escalating matters as needed
- Provide technical advice on development and management of contracts

Contract Administration

- Maintain a contract tracking system to monitor the currency of agreements, compliance of all parties to the terms therein and adherence to payment schedules to inform stakeholders of any issues arising
- Prepare monthly reports for programme teams and senior management on the status of all open contracts, contractual payments, and outstanding commitments
- On request by the programme directors, lead on contracting discussions with partners
- Leverage technology to automate the contracting process
- Maintain all GA contract-related documents and correspondence in accordance with GA's information management system and ensure these are accessible to all eligible personnel as and when required
- Identify opportunities to improve business processes
- Present contract information to relevant stakeholders, as required
- Stay informed about changes to government rules and regulations relevant to contracts

Procurement Compliance

- Oversee the procurement processes managed by the Senior Procurement Officer and ensure goods and services are procured in a timely manner and that GA obtains value for money from these
- Ensure efficient procedures and best practice guidelines are applied in all procurement activities

Capacity Building

- Build GA's staff contracting and compliance capability to improve organisation performance
- Recommend external stakeholder capacity building where this is considered necessary to enable them to achieve GA's objectives in the performance of their contracts
- Lead on strengthening partner capacity building in grant management and reporting
- Support externally funded programmes on contractual management

Team development and relationships

- Lead in business partnering with the programs, coordinating flexible support to meet their needs.
- Ensure each team member has targeted outcome objectives that are in line with overarching GA aims, providing coaching and mentoring to staff as appropriate
- Develop personal development plans for each team member under direct line management, ensuring each team member's trajectory aligns to the needs of GA

Person Specification:

Competencies

- Ability to define problems, collect data, establish facts, and draw conclusions
- Demonstrated ability to manage multiple projects concurrently under deadline pressure and changing priorities
- Ability to solve problems creatively in order to meet organizational goals and objectives
- Good commercial acumen - appreciation of budgeting and financial management
- Strong relationship management skills, with the ability to engage direct and indirect reports and peers
- Good negotiation and persuasive skills with the ability to influence people positively

Personal attributes

- Self-starter. Able to identify what needs to be done and take the initiative, without waiting to be told
- Possess excellent organizational skills, coaching and mentoring skills and also facilitation skills
- Able to work both independently, efficiently and effectively as well as in collaboration with people at various levels and from different backgrounds
- Be a positive, proactive, enthusiastic, pragmatic and energetic hands-on individual with a high level of initiative, personal drive and resilience

Knowledge, experience & qualifications

- A Degree in finance, administration, law or similar qualification.
- Legally qualified or substantial experience in drafting contracts for procuring consultancy and non-consultancy contracts
- Procurement management experience is desirable
- Substantial relevant professional experience in handling the development and monitoring of a variety of contractual arrangements
- Experience in developing cross border contracts is an added advantage
- An understanding of developing contracting and collaboration agreements in both the private and not-for-profit sectors
- Experience of being an effective coach and mentor in developing others' capacity
- A proven track record of working at a senior level as a business partner

The role is only open to Kenyan nationals or anyone with the right to live and work in Kenya. We particularly welcome female candidates.

How to apply:

Before applying, please check that you can answer yes to all the following questions:

- Are you a Kenyan, or do you have the legal right to live and work in Kenya?
- Do you meet the requirements of this role, and do you have experience developing contracting and collaboration agreements in both private and non-profit sectors?
- Do you have 5 years of experience in contract management and partnership management?
- Do you have experience in drafting contracts for procuring consultancy and non- consultancy contracts?
- Can you demonstrate in-depth knowledge of procurement and compliance processes?

If you can answer yes to the above questions, please submit:

- an up-to-date Curriculum Vitae/Resume (of no more than 2-3 pages)
- a supporting statement

Your supporting statement should be no more than 2 pages long - bullet points are encouraged. It should explain why you are interested in this role and Gatsby Africa, and how your skills and experience make you a good fit - referring to the Person Specification in this pack.

We are recruiting for this role via the Cedar Africa Group. Please send your application via their website: <https://bit.ly/3vQHdgy>

Closing date for applications: 31st May 2022

Diversity, equity and inclusion

Diversity, equality and inclusion are central to Gatsby Africa. We are committed to treating all employees and job applicants fairly, equally, and no less favourably than anyone else. We recognise, respect and value diversity and the benefits that difference can bring to our organisation.

Safeguarding

We are committed to protecting children and vulnerable adults from any harm when engaging with Gatsby Africa or its partners, and we expect all our staff to abide by our safeguarding policy.

Queries

If you encounter any problems with the application process, please contact: recruitment@cedarafrica-group.com or call [+254 20 240 0339](tel:+254202400339).



www.gatsbyafrica.org.uk